

# *Marshall Airport Board*

## *Brooks Field*

*1243 South Kalamazoo Ave*

*Marshall, MI 49068*

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## **Minutes**

February 9, 2009

City Hall Council Chambers

- I. Call to Order—Chairperson Tom Woods called the meeting to order at 5:15 p.m.
- II. Roll Call
  - Present: Chairperson Tom Woods, Members: Mike Hindenach, Jeff Begg, Scott Southwell
  - Absent: Member Bill Ross, Chris Olson, Matt Davis, Kathy Miller – City Council Liaison
  - Staff Present: Mitch Price - Airport Manager, Dawn Townley – Deputy Clerk-Treasurer
- III. Approval of Agenda –
  - A. **Moved** Begg, supported Hindenach, to approve the agenda as presented. On a voice vote: **Motion Carried.**
- IV. Approval of Minutes -
  - A. **Moved** Hindenach, supported Begg, to approve the January 12, 2009 Minutes. On a voice vote: **Motion Carried.**
- V. Jennifer Rupp, Executive Director for the Marshall Historical Society, gave a presentation of the process, costs and time period involved in obtaining a State Historical Marker for the Brooks Field Airport.
  - The process involves filling out the application attaching any pertinent documentation as to historical value the Airport holds.
  - The application fee is \$250 and the marker will cost between \$1,200 and \$4,000 depending on size and how much is on the sign. The Historical Society will pay for the maintenance of the sign after it is purchased by the Airport.
  - The time frame in obtaining a marker is approximately two years.The Airport Board may look to the BFAA to assist in the application process.
- VI. Treasurer Report -
  - A. The Board reviewed the financial statements of January 31, 2009.

- VII. Manager's Report -
  - A. Fuel prices were discussed. Prices remain high due to our purchasing the fuel at a higher rate. Suggestions were made to purchase fuel in smaller quantities in the future to avoid this problem going forward, the need to get rid of what is in the tanks to avoid carrying costs while we install the new tanks and getting more fuel in the ground at a cheaper price to make fuel more price competitive long term.
  - B. The repair bay at the airport is producing monthly revenues in way of rent and utility income.
  
- VIII. Old Business
  - A. The fuel price policy written by Chris Olson was discussed and **No Action Taken.**
  
- IX. New Business -
  - A. The 2009-10 Projected budget was presented to the board by Mitch Price.
  
- X. Public Comment -
  - A. There were no public comments.
  
- XI. Member Comments –
  - A. The Board needs to address the future of Skydive Michigan's operations at the Airport; the requirement to carry insurance, with The City named on their policy as indemnified and held harmless; as well as the need to address the tenant that the space rented is not to be used as living quarters.
  
- XII. Next Meeting Date –
  - A. Monday, March 9, 2009 – 5:15 p.m. – Brooks Airport 1243 S Kalamazoo
  
- XIII. Adjournment –
  - A. Chairperson Woods adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Dawn Townley  
Deputy Clerk/Treasurer  
City of Marshall